

**POSITION VACANCY**  
**Westminster College**

**Graduate Admissions Recruiter (Part-time)**

The Graduate Admissions Recruiter is responsible for new student enrollment in Westminster's graduate programs. The recruiter will identify potential prospective students in collaboration with the Director of Admissions and in support of the College's enrollment goals. The position requires outreach and effective communication with prospective students and implementation of strategies needed to attract and successfully enroll graduate students. Candidates must be willing to travel and be available to work flexible hours including some nights and some weekends during peak recruiting periods. This position reports directly to Director of Admissions.

**Work Schedule:** Seasonal and variable hours/days based on recruiting activities to equal approximately 10 - 20 hours per week depending on enrollment cycle.

**Duties:**

- Assists with graduate student recruitment efforts
- Identifies needs to support recruitment efforts to achieve enrollment goals
- Seeks promotional opportunities and represents the College at recruitment events
- Travels to colleges and other events to recruit graduate students
- Maintains prospect/applicant database working in Slate
- Assists prospective students concerning admissions requirements either by phone, in-person, email, or social media outlets
- Establish and maintain relationships with key stakeholders (admissions, financial aid, registrar, faculty, etc.)
- Other duties as assigned

**Requirements:**

- Bachelor's degree required; Master's degree preferred
- Previous experience as a college recruiter preferred
- Experience in adult learner and veteran recruitment is a plus
- Exceptional communication, presentation, and interpersonal skills
- Ability to work nights, mornings, and some weekends
- Self-starter and goal-oriented

Interested individuals should submit a cover letter, resume, and the names and contact information for three job related references by email to [schedikh@westminster.edu](mailto:schedikh@westminster.edu) by no later than **October 20, 2021**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.